

Subject: Invitation to LA Fleet Week Initial Planning Conference, March 29, Port of Los Angeles

From: "Baker, Arley" <ABaker@portla.org>

Date: 03/01/2017 05:01 PM

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Hello from the Port of Los Angeles LA Fleet Week Team,

You are receiving this email because you were either involved in last year's inaugural LA Fleet Week, or you have been identified as a 2017 LA Fleet Week planning partner or stakeholder.

The purpose of this email is to:

- 1.) provide you with LA Fleet Week Planning Conference dates and,
- 2.) to help us create a new 2017 LA Fleet Week list of contacts.

If you are not involved with LA Fleet Week 2017, please pardon this disruption and reply by email with REMOVE in the subject line.

PLANNING CONFERENCE DATES

Please save these dates on your calendar. Next week we will send an Outlook appointment notification to the persons who have populated the new list of contacts.

Initial Planning Conference Wed., March 29, 10am-noon general stakeholder session, 12:30-2pm
additional session for security/operational stakeholders only

Mid-Term Planning Conference Wed., April 26, 10am-noon general stakeholder session, 12:30-2pm
additional session for security/operational stakeholders only

Final Planning Conference Wed., May 31, 10am-noon general stakeholder session, 12:30-2pm
additional session for security/operational stakeholders only

These meetings will take place in the 2nd floor board room at the [Port of Los Angeles Harbor Department Administration Building](#).

**425 S. Palos Verdes Street
San Pedro, CA 90731**

UPDATING LA FLEET WEEK LIST OF CONTACTS

Below is the link to the LA Fleet Week 2017 Contact Information form we would like for you to fill out. If there are others in your group that you would like to be added to the list of participants, please forward them this link to fill out the form with their information. We ask that you fill out the required fields, include a section where you could write a few words to help us identify your "role" in LA Fleet Week 2017 ("example: lead organizer for welcome reception"). The "Organizations and Affiliations" that are listed in the drop down section are those with multiple people associated with them. If your organization or affiliation is not listed, please select "Other" and list your organization in the "Comments" section.

[LA Fleet Week 2017 Contact Information Form](#)

Thanks for your time and we look forward to hearing back from you.

 V/R

Arley Baker
Senior Communications Director
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